

Engineering Services Director



Job Code: 4581
Grade: 136
Reports to: Director of Public Works & Engineering
Salary Range: \$72,331 - \$113,413
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs professional engineering work of a difficult and highly responsible nature in connection with planning, coordinating, and directing activities of the Engineering Division; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs work that involves the application of professional and technical civil engineering expertise to a variety of complex engineering projects and includes the exercise of management skills to coordinate activities of various divisional groups, including environmental management, engineering design and drafting, traffic, and field survey activities. Considerable independent judgment, discretion, and initiative are exercised in carrying out daily operations under the general direction of the Director of Public Works and Engineering. Supervision is exercised over the engineering division and, in the absence of the Director, all department personnel.

ESSENTIAL FUNCTIONS

Planning, directing, and supervising engineering services; assisting with the planning, coordination, and management of public works operation; planning, coordinating, and supervising traffic control and transportation planning activities; conducting studies and inspections; designing improvements and providing advice and counsel on traffic related issues; preparing and maintaining records, reports, and files.

EXAMPLES OF WORK

- Provides technical direction and support to staff engineer and other city departments.
- Conducts traffic engineering and transportation planning studies.
- Provides in-house design for traffic engineering projects.
- Determines traffic impact of special events; recommends controls necessary for movement and safety.
- Prepares specifications and bids for traffic engineering projects.
- Serves as advisor to City staff, City Council, and Planning Commission on engineering related matters.
- Receives, processes, and reports to citizen service requests, inquiries, and complaints.
- Assists with and participates in the development of new public works programs and services.
- Reviews existing and planned traffic improvements for compliance to approved standards.
- Advises, assists, and confers with contractors, City and State officials, engineers, and development companies in coordinating traffic activities.
- Designs intersection control plans and monitors traffic signal operations; recommends and implements necessary adjustments.
- Reviews existing and proposed street lighting; recommends improvement.
- Establishes and maintains appropriate record and reporting systems.
- Serves as Director of Public Works and Engineering as assigned.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of public works administration, operations, and procedures; thorough knowledge of the principles and practices of traffic engineering; thorough knowledge of the methods, materials, and equipment used in the fabrication, installation, repair, and maintenance of traffic control signs, markings, and signals; thorough knowledge of the basic principles of electricity and the operation of electronic equipment; thorough knowledge of the occupational hazards and necessary safety precautions related to work zone traffic control;

ability to plan and coordinate the work of others and to establish repair priorities; ability to read and interpret blueprints, diagrams, and specifications; ability to establish effective working relationships with City officials, private contractors, and associates.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Traffic Engineering, or related field. Five (5) to seven (7) years of progressively responsible and knowledgeable experience in professional engineering work, the majority of which shall have been in a managerial capacity; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Registration as an Engineer-in-Training (EIT) required at time of employment or eligibility for such designation accordingly.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.